

Canyon Rim PTA

Open Meeting Minutes (Approved)

March 2, 2020

5:30 PM

- I. Call to Order 5:30 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steve Weigley, Sarah Weigley, Wendi Howe, Joe Lopat, Jeremy Crawford, Jennifer Reading, Clark Gregory, Kelli Hinkhouse, Ali Betancourt, Misty Dewey, Lynette Tucker, Cecilia Campos
- III. Call to Administration
 - a. Announcements
 - i. Marquee up.
 - ii. Gifted money is being used to revamp office and teacher requests.
 - iii. Sneak Peek kindergarten, traditional meetings, traditional preschool- help spread word on social media
 - iv. We met our goal for fun run- Mr. Lopat and several teachers to ride the bull at the pride assembly.
 - b. School Requests
 - i. Mr. Lopat to check with staff about request for snacks.
 - ii. Motion to approve school requests in the amount of \$1500 by Wendi Howe. Motion carries.
 - c. Meetings with Principal Recap
 - d. Superintendent Parent Council Recap
 - i. Project Search
 1. National Project
 2. GPS partnering with Banner Gateway
 3. Special Needs students to get workforce opportunities
 4. Starts with internships and eventually turn into new hires
 - ii. Corona Virus
 1. Taking cues from Maricopa Health Department and CDC
 2. Nothing now but prepared.
 - iii. Strategic Compensation
 1. Increase of minimum wage compressed hourly employee wages
 2. Contracts for next year should show increase for ALL employees
 - a. Except minimum wage employees
 3. New pay scales looked good and are expected to be sustainable in the future to avoid future compression.
 4. Cost of living increase each year should be the norm moving forward.
 - iv. Special GPS Board Meeting
 1. March 17th - Teacher Compensation Vote
 2. Couple weeks after that everyone else
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. February 12, 2020 Meeting
 - i. Motion to approve February 12, 2020 meeting minutes by Lynette Tucker. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. February 2020
 - i. Motion to approve February 2020 financial statements by Kelli Hinkhouse. Motion carries.

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VIII. Upcoming Events

- a. Smoothie Day - 03/22/2020 (Wendi)
 - i. Flyers to go home the Friday before.
 - ii. Resend Sign Up Genius
- b. Cougarnival - 03/27/2020 (Steven)
 - i. Flyer and emails sent out.
 - ii. Wristbands presale.
 - iii. Ball Bounce to be replaced by Hungry Hippo
 - iv. Different petting zoo
 - v. Ali and husband to handle purchasing food-Kelli to help
 - 1. Faustino will cook burgers on grill
 - vi. Kitchen staff to help prepare hot dogs and pretzels
 - vii. Misty working on booths and silent auction baskets
 - viii. About 25 high school students to volunteer

IX. Old Business

- a. Roundtable

X. New Business

- a. Ballot Presentation and Approval (Nomination Committee)
 - i. Wendi Howe to add name to Membership
 - ii. Motion to approve ballot by Ali Betancourt. Motion carries.
 - iii. Nomination committee to correct and print ballots.
 - iv. Voting to happen March 17-April 1
 - 1. Only current PTA members can vote
- b. Roundtable
 - i. What day do we want to hold meetings next year?
 - 1. Possibly Tuesday
 - ii. Possibly have child care available for next year's meetings.
 - 1. Wendi still checking with Toy Box

XI. Committee Reports

- a. Membership (*Misty*)
 - i. No new memberships
- b. Volunteer (*Misty*)
- c. Fundraising (*Wendi*)
 - i. Chick-Fil-A made over \$400
 - ii. Harkins-last chance buy- Ali to post on Facebook
 - iii. Booster made over \$22000. 55% of students registered. 52% of students got pledges.
- d. Hospitality (*Wendi*)
 - i. Breakfast for staff on 3/18.
- e. Event Manager (*Monica*)
- f. Publicity (*Ali*)
 - i. Calendar-battle of the books change, Norwood art show 4/7, 4/21 Kindergarten sneak peek, family reading night cancelled, add AZ merit testing days
- g. Cougarnival (*Steven*)

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- XII. Review Past Month Events
 - a. Chick-Fil-A FNO – 01/16/2020 (*Wendi*)
 - i. Net Profit = \$421.04
 - b. Harkins Summer Movie Ticket – 01/27/2020 through 02/07/2020 (*Wendi*)
 - i. Net Profit = \$
 - c. Booster Fun Run – 02/19/2020 (*Wendi*)
 - i. Gross Funds Received = \$42,084.56
 - ii. Net Profit = \$22,304.82
- XIII. Next Scheduled Meeting Date = 04/02/2020 @ 5:30 PM
- XIV. Adjournment 6:24PM

Appendix 1

PTA President

As President you are the face of the Canyon Rim PTA. You will run all PTA meetings and conduct meetings with the Canyon Rim principal as needed. You will be involved in most, if not all, of the decisions the PTA is involved in.

PTA Vice President

As Vice President you are the eyes and ears of the Canyon Rim PTA. You are backup to run the PTA meetings if the president is unavailable. You should be available to help out any of the other VP's with their duties if necessary.

PTA Secretary

As Secretary you will be responsible for recording and transcribing the meeting minutes for each monthly PTA meeting.

PTA Treasurer

As Treasurer you are responsible for all of the PTA finances. You will coordinate all PTA deposits and withdrawals from the PTA bank account. You will be the sole check writer and will coordinate all invoices, receipts and reimbursements requested through the PTA. You will enter and scan all PTA financial transactions in the MoneyMinder software to be reconciled by the Assistant Treasurer each month.

PTA Assistant Treasurer

As the Assistant Treasurer you are responsible for reconciling the PTA bank accounts on a monthly basis before PTA meetings.

PTA VP of Publicity

As VP of Publicity you are responsible for the communications from the PTA. You will be the liaison between the PTA and the Executive Assistant of Canyon Rim to provide Infinite Campus or School Messenger communications that will need to be sent out. You are responsible for publishing the PTA calendar monthly and you are responsible for maintaining the Facebook page.

PTA VP of Ways and Means

As VP of Ways and Means you are responsible for fundraising opportunities for the PTA. You will be responsible for maintaining relationships with fundraising vendors and planning the main PTA fundraisers. You will coordinate and plan Family Night Outs throughout the year.

PTA VP of Membership

As VP of Membership you will be responsible for maintaining and updating the Canyon Rim PTA membership list. You will also coordinate and report the list monthly to the AZ PTA, including new members throughout the year. You will coordinate with local businesses to help maintain and increase the PTA Business Members.

PTA School Requests

Meeting: March 5, 2020

| Item Requested | How it will Impact Students? | Amount Requested | Not to Exceed? | Includes Tax | Includes Shipping | Approved By Administration | Pay by School | Pay by PTA | PTA Budget Line Item | Approved By PTA |
|--|--|------------------|----------------|--------------|-------------------|----------------------------|---------------|------------|--------------------------|-----------------|
| Snacks for students and staff for AZ Merit | Snacks will help students and staff to help with testing | \$ 500.00 | X | Yes | N/A | Yes | No | Yes | Requests - General | Yes |
| Sticker, Pencils and Beautification Items for School | Items for prospective families and items to make some of the rooms in the school nicer, such as with art and repainting. | \$ 1,000.00 | X | Yes | Yes | Yes | No | Yes | PTA School of Excellence | Yes |

\$ 1,500.00

| | |
|-------------|--------------------------|
| \$ 500.00 | Request - General |
| \$ 1,000.00 | PTA School of Excellence |

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 02/29/2020

| Administration | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
| Accounting Software | - | \$165.36 | -\$165.36 | -\$160.00 | -\$5.36 |
| Annual Audit / Financial Review | - | \$360.00 | -\$360.00 | -\$300.00 | -\$60.00 |
| Bank Charges | - | \$22.00 | -\$22.00 | -\$50.00 | \$28.00 |
| Banners | - | \$1,944.79 | -\$1,944.79 | -\$2,500.00 | \$555.21 |
| Carryover From Previous Year | \$1,103.23 | - | \$1,103.23 | - | \$1,103.23 |
| Event Supplies | - | \$341.88 | -\$341.88 | -\$750.00 | \$408.12 |
| Gifts / Donations | \$10,807.00 | - | \$10,807.00 | - | \$10,807.00 |
| Insurance | - | - | - | -\$165.00 | \$165.00 |
| Membership Dues 2019-2020 | \$2,535.00 | \$1,076.50 | \$1,458.50 | \$1,175.00 | \$283.50 |
| Membership Dues 2020-2021 | - | - | - | - | - |
| Membership Incentives | - | - | - | -\$250.00 | \$250.00 |
| Office Supplies (PTA Only) | - | - | - | -\$300.00 | \$300.00 |
| PayPal Charges | - | \$113.83 | -\$113.83 | -\$200.00 | \$86.17 |
| Petty Cash | \$1,780.00 | \$1,780.00 | - | - | - |
| Postage / Shipping | - | \$31.88 | -\$31.88 | -\$75.00 | \$43.12 |
| President Discretionary | - | - | - | - | - |
| PTA School of Excellence | - | \$4,668.80 | -\$4,668.80 | -\$600.00 | -\$4,068.80 |
| Sign Up Genius | - | \$79.92 | -\$79.92 | -\$120.00 | \$40.08 |
| State Conference / Training | - | \$70.00 | -\$70.00 | -\$1,100.00 | \$1,030.00 |
| Transaction Error / Pass Through | \$1,214.20 | \$1,214.20 | - | - | - |
| Website | - | \$21.17 | -\$21.17 | -\$300.00 | \$278.83 |
| Administration Totals | \$17,439.43 | -\$11,890.33 | \$5,549.10 | -\$5,695.00 | \$11,244.10 |
| Events | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bingo Night | \$858.00 | \$501.51 | \$356.49 | \$600.00 | -\$243.51 |
| Carnival | - | \$2,504.84 | -\$2,504.84 | - | -\$2,504.84 |
| Donuts With Your Favorite Guy | \$969.25 | \$602.12 | \$367.13 | \$800.00 | -\$432.87 |
| Secondary Students Game Night | - | - | - | -\$300.00 | \$300.00 |
| Grandparents Breakfast | \$1,151.95 | \$646.59 | \$505.36 | \$400.00 | \$105.36 |
| Primary Students Game Night | - | - | - | -\$600.00 | \$600.00 |
| Muffins With Your Favorite Gal | - | - | - | \$500.00 | -\$500.00 |
| Teach or Treat | - | \$1,096.37 | -\$1,096.37 | -\$800.00 | -\$296.37 |
| Family Movie Night | - | \$509.18 | -\$509.18 | - | -\$509.18 |
| Events Totals | \$2,979.20 | -\$5,860.61 | -\$2,881.41 | \$600.00 | -\$3,481.41 |
| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |

| | | | | | |
|-------------------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
| Boosterthon | \$8,761.50 | - | \$8,761.50 | \$15,000.00 | -\$6,238.50 |
| Box Tops | \$989.40 | \$356.00 | \$633.40 | \$400.00 | \$233.40 |
| Butterbraids | \$4,080.00 | \$2,485.00 | \$1,595.00 | \$1,750.00 | -\$155.00 |
| Cookie Dough | \$27,423.00 | \$16,558.90 | \$10,864.10 | \$11,500.00 | -\$635.90 |
| FNO - Bahama Bucks | \$32.97 | - | \$32.97 | - | \$32.97 |
| FNO - Chipotle | \$224.40 | - | \$224.40 | \$350.00 | -\$125.60 |
| FNO - Dairy Queen | \$36.50 | - | \$36.50 | \$50.00 | -\$13.50 |
| FNO - Peter Piper Pizza | \$770.98 | - | \$770.98 | \$1,200.00 | -\$429.02 |
| FNO - Venezias | - | - | - | \$100.00 | -\$100.00 |
| Harkins Summer Movie | \$607.00 | - | \$607.00 | \$350.00 | \$257.00 |
| Rewards Programs | \$851.74 | - | \$851.74 | \$1,600.00 | -\$748.26 |
| Smoothie Day | \$2,225.93 | \$1,482.00 | \$743.93 | \$1,500.00 | -\$756.07 |
| Sunshine Acres Clothing Drive | \$439.80 | - | \$439.80 | \$400.00 | \$39.80 |
| FNO - MOD Pizza | \$1.69 | - | \$1.69 | - | \$1.69 |
| Fundraising Totals | \$46,444.91 | -\$20,881.90 | \$25,563.01 | \$34,200.00 | -\$8,636.99 |
| Sales | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bricks | \$200.00 | - | \$200.00 | \$100.00 | \$100.00 |
| Concessions | \$5.00 | - | \$5.00 | - | \$5.00 |
| Miscellaneous | - | - | - | - | - |
| Pogo Pass | - | - | - | - | - |
| T-Shirts | \$4,400.91 | \$3,659.04 | \$741.87 | - | \$741.87 |
| Yearbooks | \$2,290.00 | \$2,190.00 | \$100.00 | \$750.00 | -\$650.00 |
| Sales Totals | \$6,895.91 | -\$5,849.04 | \$1,046.87 | \$850.00 | \$196.87 |
| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Agendas | \$500.00 | \$939.81 | -\$439.81 | - | -\$439.81 |
| AR / Renaissance | - | \$7,532.37 | -\$7,532.37 | -\$7,500.00 | -\$32.37 |
| Art Masterpiece | - | \$134.24 | -\$134.24 | -\$400.00 | \$265.76 |
| Author Visits | \$319.67 | \$579.67 | -\$260.00 | -\$1,000.00 | \$740.00 |
| Career Day | - | - | - | -\$250.00 | \$250.00 |
| Club Shirts | \$275.00 | \$1,012.29 | -\$737.29 | -\$1,000.00 | \$262.71 |
| Education / Training | - | \$378.24 | -\$378.24 | -\$2,000.00 | \$1,621.76 |
| Family In Need Fund | - | \$50.00 | -\$50.00 | -\$500.00 | \$450.00 |
| Field Trips - 6th Grade | - | - | - | -\$200.00 | \$200.00 |
| Field Trips - 5th Grade | - | - | - | -\$200.00 | \$200.00 |
| Field Trips - 4th Grade | - | - | - | -\$200.00 | \$200.00 |
| Field Trips - 3rd Grade | - | - | - | -\$200.00 | \$200.00 |
| Field Trips - 2nd Grade | - | - | - | -\$200.00 | \$200.00 |
| Field Trips - 1st Grade | - | - | - | -\$200.00 | \$200.00 |
| Field Trips - Kindergarten | - | \$801.53 | -\$801.53 | -\$700.00 | -\$101.53 |

| | | | | | |
|---|-------------------|---------------------|---------------------|---------------------|--------------------|
| Field Trips - Pre School | - | - | - | -\$300.00 | \$300.00 |
| Field Trips - SPICE | - | - | - | -\$300.00 | \$300.00 |
| Hospitality - Teacher Appreciation Week | - | - | - | -\$2,000.00 | \$2,000.00 |
| Hospitality - Staff Meals | - | \$1,253.24 | -\$1,253.24 | -\$2,000.00 | \$746.76 |
| Hospitality - Holiday Gifts | - | \$1,032.99 | -\$1,032.99 | -\$1,500.00 | \$467.01 |
| Hospitality - Staff Members of the Year | - | - | - | -\$500.00 | \$500.00 |
| Requests - General | \$260.00 | \$3,184.33 | -\$2,924.33 | -\$10,585.00 | \$7,660.67 |
| Requests - Technology | - | \$596.85 | -\$596.85 | -\$7,000.00 | \$6,403.15 |
| Scholastic Items - 6th Grade | - | - | - | - | - |
| Scholastic Items - 5th Grade | - | - | - | - | - |
| Scholastic Items - 4th Grade | - | - | - | -\$750.00 | \$750.00 |
| Scholastic Items - 3rd Grade | - | \$813.11 | -\$813.11 | - | -\$813.11 |
| Scholastic Items - 2nd Grade | - | - | - | - | - |
| Scholastic Items - 1st Grade | - | - | - | - | - |
| Scholastic Items - Kindergarten | - | \$869.34 | -\$869.34 | - | -\$869.34 |
| Science Fair / STEAM Night | - | \$784.74 | -\$784.74 | -\$1,000.00 | \$215.26 |
| Spelling Bee | - | \$364.60 | -\$364.60 | -\$250.00 | -\$114.60 |
| Staff Recognition | - | \$3,452.00 | -\$3,452.00 | -\$3,000.00 | -\$452.00 |
| Student Recognition | - | \$1,417.20 | -\$1,417.20 | -\$2,500.00 | \$1,082.80 |
| Teacher Classrooms | - | \$3,227.87 | -\$3,227.87 | -\$2,750.00 | -\$477.87 |
| Visitor Aware | - | \$283.46 | -\$283.46 | -\$500.00 | \$216.54 |
| Volunteer Recognition | - | - | - | -\$400.00 | \$400.00 |
| School Gifts Totals | \$1,354.67 | -\$28,707.88 | -\$27,353.21 | -\$49,885.00 | \$22,531.79 |

| | | | | | | |
|---------------------|--|-------------|--------------|------------|--------------|-------------|
| Grand Totals | | | | | | |
| | | \$75,114.12 | -\$73,189.76 | \$1,924.36 | -\$19,930.00 | \$21,854.36 |

| Bank Account Balances | 07/01/2019 | 02/29/2020 | Last reconciled | Summary for the Period | |
|-----------------------|--------------------|--------------------|-----------------|------------------------|--------------|
| Checking - Compass | \$22,929.63 | \$24,853.99 | 02/29/2020 | Starting Total | \$22,929.63 |
| Savings - Compass | - | - | Never | Income | \$75,114.12 |
| Totals | \$22,929.63 | \$24,853.99 | | Expenses | -\$73,189.76 |
| | | | | Ending Total | \$24,853.99 |

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

| ⊘ These withdrawals had not cleared the bank as of 02/29/2020. | | | |
|---|-----------|---------|------------|
| Date | Reference | Details | Withdrawal |
| There are no transactions to display. | | | |

Submitted by:

Name: _____ Signature: _____

Date: _____